District I Bureau of Local Roads & Streets Project Fund Administration

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District I Bureau of Local Roads & Streets Project Fund Administration

Temi Latinwo Federal Aid Agreement Technician

Presentation Overview

- Project Program Information Form
 Project Initiation
- Local Agency Agreement
 Establish funding commitment
- Engineering Services Agreements
 Engineering scope/hours
- Invoicing/Reimbursements
 Project Payments
- Final Documents
 Project Close-out

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Project Program Information form

The PPI and instructional guides can be found at the following IDOT website under Doing Business/Forms & Templates/Region I

Planning Liaison-DOT.D1.BLRS@illinois.gov

- TIP, funding source information
 - MFT Section Number
 - State Job Number
 - Federal Project Number
 - Contract Number
- Job Authorization
- Project information input into IDOT Databases
- Return to Project Contacts
 - Average processing time for PPI is 12 to 14 days

Agreements Process **Draft Agreement review**

- In- District Review (7-10 days)
- Central Office Review (7-10 days)
- Check Databases for accuracy; project location & termini, project numbers, funding
- Review comments (2-3 days) forwarded to Local Agency and Consultants for signatures
 Average process time 3-5 weeks

Agreement Final Review & Execution

-Local Agency Agreement

- · Local Road Program Section
- CO Office of Planning & Programming
- IDOT Chief Counsel
- CO Executive Office for final execution
 - Agreements => \$250K 4 signatures
 - Agreements < \$250K 2 signature

-Engineering Services Agreement

- Project Control Audit Section
- FHWA for authorization

CO forwards executed Agreement and 'Notice to Proceed' to Local Agency & Consultant

Average process time 6 to 8 weeks

Reasons for delay on Local Agency Agreements

- Funding in wrong fiscal year
- Incorrect dollars/fund type on agreement
- Missing exhibits (location map, TARP resolution, signature resolution, Railroad Agreement, etc.)
- Incorrect description of project.
- Incorrect note to the division of costs

Reasons for delay on Engineering Agreement:

- Payroll rate/classifications missing or do not match the current payroll rate listing
- Missing cost estimates for prime and subconsultants
- Missing detailed direct cost backup for prime and sub-consultants
- sub-consultant not pre-qualified
- Profit formula for the prime and the subconsultant is not consistent.
- Sub-consultant should be preparing their own estimate

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Local Agency Agreement Amendments
Engineering Agreement Supplements

- PPI form
- Case by case basis
 - · LA Agreement
 - Funding increase/change
 - · Invoicing up to date
 - Engineering Agreement
 - Sub-Consultant
 - Hours
 - · Payroll rate

Reimbursement Process

- District reviews invoice (7-10 days)
- Invoice forwarded to CO for review (7-10 days)
- Invoice forwarded to Comptroller's Office for payment (2 weeks)
- 45 days to receive reimbursement
- Invoicing required on a quarterly basis

Reimbursement Issues

- Work preformed prior to Federal Authorization
- FHWA Financial Integrity Review and Evaluation (FIRE) Program requires invoicing on quarterly basis
- Agreement End Date
 - 3 years from agreement execution date <\$1,000,000
 - 5 years from agreement execution date >\$1,000,000

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Project Close-out

- MFT final documentation submission to IDOT Field Engineer
- Local Agency forwards the FINAL Invoice Form BLR05620
- Project close out average process time 2 years

Close-out Local/Engineering Projects

MFT funding closeout

- Notice of Completion form BLR 13510
- Engineers final pay estimate form BLR 13231
- Final Report of expenditures
- Request for Approval of Change in Plans form BLR 13210

Approved by the District Local Roads Field Engineer

Close-out State Let Projects

- Construction
 - Bureau of Construction Contract Close out memorandum 79
 - BC 71 Final Inspection Report
 - BC III Checklist for Final Payment Estimate
 - BC 608 Local Agency Certification
 - BC 22 Authorization of Contract Changes
- Preliminary & Construction Engineering
 - Final Invoice form BLR05620

Project Close-out

• Final invoice is required, no later than one year from the date of completion of the phase of the improvement.

Thank you

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Contact Information

ILLINOIS DEPARTMENT OF TRANSPORTATION DISTRICT ONE STAFF BUREAU OF LOCAL ROADS AND STREETS

District Engineer Engineer of Program Implementation Engineer of Program Development John Fortmann Antony Quigley Jose Rios

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Southwest; South; Will
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Temi Latinwo
Federal Aid Program Engineer Phase II
Signals/Electrical
Federal Aid Agreements

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